

**Metro Emergency Operations Center
Finance Committee/Executive Board**

March 22, 2016

Minutes

Present: John Wells, presiding
Jennifer Sayre
Keith Vititoe, for the Honorable Kent Carper
Mike Rutherford, via phone

Staff: John Rutherford
Russell Emrick
Lindsay White
Rick McElhaney
Brooke Hylbert
Paul Dryden
Joanna Edwards
Jim Mangus

Mr. Wells called the meeting to order at 11:03 a.m., roll call noted.

Motion made to approve minutes from Finance/Executive Board on December 8, 2015 and Executive Board Special Meeting on January 27, 2016.

Motion: Sayre

Second: Vititoe

The motion carried unanimously.

Presentation of Monthly Reports

FY 16 F/S YTD – Lindsay White went over Metro at a Glance Sheet. White stated that as of the end of February, 2016 we have cash in the bank of \$2.27 million. This is a result of the increased cash flow from the landline rate increase, implemented in October, 2015. Significant, non-routine accounts payable at month end includes Frontier in the amount of \$26,000 related to retention on phone system upgrades. The payment will not be released until we are satisfied with the product.

White stated that year to date landlines are 1.4% better than budget and up 16.5% from last year, as a result of the rate increase. Wireless remittances are better than budget by 2.9% for the fiscal year and are up 1.7% from last year. Payroll is better than budget by 11.3%. Payroll expenses are up about 1%, but all wages and related benefits are under budget.

White then went over the balance sheet. She stated that there haven't been any significant additions to property and equipment year-to-date. Under the liabilities section, White stated that we plan to pay off the CAD debt in July, 2017 and the phone system debt in February, 2018.

John Wells inquired about the number of staff in the center currently and Lindsay White stated that there are 43 total in the center, 4 of which are call taking/community support personnel. Mr. Wells then asked about the schedule change in dispatch. Rick McElhaney explained that overall it has been well received by the staff and is working well for the administration.

Motion made to accept monthly reports as presented.

Motion: Sayre

Second: Vititoe

The motion carried unanimously.

Presentation of FY17 Budget and 3-Year Cash Flow Projection – Lindsay White stated that the current year's budget is represented as well as the proposed budget for next year and a 3-year projection after FY17. She explained that all accounts have been reviewed by staff in an attempt to save money and budget appropriately for next year. Some highlights of the proposed FY17 budget are:

- The rate increase for landline telephone fees have been reflected in the budget, however we will continue to see the number of landlines decrease.
- The wireless fees have a 2% decrease built in for FY17 over the current year.
- Personnel expenses reflect the current staffing, as well as an additional class in May. If any dispatch employees are lost in the coming months, another small class may be necessary. Overtime for CAD training has been accounted for in the amount of \$30,000. This may not occur in FY17, but it is budgeted for.
- The retirement match from PERS will be 12%.
- Training/Travel reflects CAD and dispatch personnel training, which reflects an increase from last FY.
- The radio tower repair is budgeted for approximately \$30,000.
- The fuel line item is reduced for FY17 due to a lower price lock-in with KRT.
- The radio upgrade is reflected in FY18, in the amount of \$1.5 million.

White stated that most other expenses are consistent with the previous year and see the customary 2% inflation increase. She explained that by the end of next fiscal year, we expect \$1.5 million in the bank.

John Wells inquired about the radio upgrade. Russell Emrick stated that the Motorola equipment that was installed when the building was built will be at the end of its useful life and require replacement by FY18. He stated that Jim Mangus is leading the project and he is estimating a total cost of \$1.5 million. Upgrading the system will move Metro to a trunking system and place Metro on the State Interoperable Radio Network (SIRN). Jim Mangus stated that portions of the system have been updated for better functionality, but there have been failures. Jim stated that Metro has done its best to save money for this upgrade and still upkeep the current system.

Lindsay White stated that Metro hopes to receive grants for this project, but if not, financing has been budgeted. John Wells stated that he would like to come out to Metro to learn more about the radio system at a later date.

Motion made to approve the FY17 Budget and 3-Year Projection.

Motion: Sayre

Second: Vititoe

The motion carried unanimously.

Cash Disbursements > \$10,000 – Joanna Edwards stated that Metro received a check from Ntelos labeled 911 fees. Metro does not usually receive checks from Ntelos and learned that the check was mislabeled. Edwards stated that the check was in fact due to KCSO as property taxes. Edwards asked for approval to write a check in the amount of \$46,670.00 to Kanawha County Sheriff's Department.

Motion made to approve cash disbursement in the amount of \$46,670.00 to Kanawha County Sheriff's Department.

Motion: Sayre

Second: Vititoe

The motion carried unanimously.

Open Purchase Order Amendments – Joanna Edwards stated that there are two open purchase orders they are requesting an increase for. The first increase is in the amount of \$15,000 for Safety Caution Equipment, the company that installs the addressing signs. This will cover two invoices to the company.

The second open purchase order increase is for Electronic Communications in the amount of \$4,000. Jim Mangus explained that he was notified by the FCC that Metro was causing interference for a volunteer fire department in Wayne County. After investigation, it was determined that Metro needed to move to an additional frequency that was available. This resolution cost approximately \$4,500 and created an overage for the Electronic Communications open purchase order.

Motion made to approve open purchase order increases for Safety Caution Equipment in the amount of \$15,000 and Electronic Communications in the amount of \$4,000.

Motion: Sayre

Second: Vititoe

The motion carried unanimously.

Bond Arbitrage – Lindsay White stated that regulations dictate that 5 years after our 2011 bond refinance we have to seek a calculation to ensure that we are not liable to the IRS for any arbitrage. In preparing the budget for next year, White spoke to the attorney at Jackson Kelly who handled the refinance and she helped her to determine that Metro is not due to pay anything to the IRS.

Upcoming Procurement –

Text-to-911 – Russell Emrick stated that he had hoped to have a quote for this purchase, but our service does not renew until mid-June and Frontier is still working on the quote. He stated that the current years' service cost approximately \$14,500 and he expects the quote to be similar.

Motion made to approve text-to-911 contract renewal up to \$15,500.

Motion: Sayre

Second: Vititoe

The motion carried unanimously.

Alternate PSAP Equipment – Russell Emrick stated that Jim Mangus and Dave Erwin have been working on updating the radios at the alternate PSAP. Jennifer Sayre stated that the Kanawha County Commission will be reimbursing Metro 911 for these updates.

Motion made to allow the Executive Director to allocate up to \$15,000 for the alternate PSAP project, with the Commission reimbursing Metro 911 for the costs.

Motion: Sayre

Second: Vititoe

The motion carried unanimously.

Paid-Time Off (PTO) Discussion and Review of Proposed Policy – Lindsay White stated that the proposed new paid-time off policy for both annual and sick leave. White explained that currently employees earn 1 day of annual leave per month. After 10 years, employees are granted 1.25 days of annual leave. There is a carryover maximum of 35 days per year. Sick leave is earned 1 day per month and there is no annual carryover threshold, however sick leave is forfeited at termination. The proposed new policy would follow after the Kanawha County Commission. Employees with 0-5 years of service would earn 1 day per month, 5-10 years of service would earn 1.25 days per month, 10-15 years of service would earn 1.5 days per month and 15+ years of service would earn 2 days per month. The carryover threshold would also change to 30 days per year. John Rutherford stated that the stress levels at Metro are very high and this will help employees to take more time off.

Motion made to approve the proposed paid-time off policy, to be effective July 1, 2016.

Motion: Sayre

Second: Vititoe

The motion carried unanimously.

Legislative Actions – John Rutherford stated that Jennifer Sayre, Carrie Hill and himself spent a lot of time at the legislature. He stated that they are still watching for the state budget to be adopted and ensure that money is not taken from 911 funds.

Old Business – None.

New Business – None.

Public Comment – None.

Announcements – Next meeting scheduled for June 28, 2016.

Motion made to adjourn.

Motion: Vititoe

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Second: Sayre
The motion carried unanimously.

Meeting was adjourned at 11:50 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jol Ruth", with a long horizontal flourish extending to the right.